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## COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

U. S. Department of Agriculture  
and State Agricultural Colleges  
Cooperating.

States Relations Service, Office  
of Extension Work North and West,  
Washington, D. C.

# *This Looks Good*

### RECORDS FOR COMMITTEEMEN

Extension workers recognize the fact that there is a great lack of actual records in extension work, that definite and accurate accounts of much of the work done are hard to find. Especially is this true in the case of conferences between the county agent and committeemen. Much time and effort may be spent in conferences of this kind in discussing needs and the development of ways and means to meet such needs, but because no definite records are made, neither person is left with a clear idea of the results of the conference, - agreements that were reached and plans that were made to reach certain ends. Confusion and misunderstandings arise because project leaders have no memoranda, no outline to guide and remind them. In general, this failure to provide concise and appropriate records of work to be done is one of the greatest shortcomings in extension work.

A novel community record sheet is being used by county agents in Utah, Idaho, and New Mexico with much success. This sheet is simple in form yet provides space for a brief record of value alike to committeemen and county agent. In practice when county agent and committeeman meet to plan ways and means to reach certain ends, the definite duties and responsibilities each is to assume are outlined, and the dates when each piece of work is to be done are recorded on this sheet. The agent, while writing down these brief notes, uses a carbon and a second sheet, thus providing a copy which he takes with him. The original is left with the committeeman as a guide and reminder.

A reproduction of such a record sheet used in New Mexico is shown on the next page. This commends itself because of its simplicity and because it provides a very definite record of the plans that have been mutually agreed upon for reaching certain ends. Such a record may be cumulative, notes being added from time to time as the work of the project develops. Since a record sheet of this kind is outlined for each project in each community, we have in these community record sheets a fine basis for project writing and a very much more definite planning and scheduling of all work for county agent and committeemen will result.

# COMMUNITY PROJECT RECORD

County Grant

Community Willows

Project Silo Building

Leader John Harden

Goal: To build 5 more silos in community;  
To hold silo excursion;  
To purchase building material and cutter cooperatively.

Demonstrators:

Dates	Community Project Leader	County Agent	Specialist	Meetings
March 10	Will arrange for meeting of dairymen and beef breeders calling in particular on: 1 P.T. Platt      5. Fred Smith 2 J.P. Algier    6 H. Jones 3 Chas. Lawrence 7 W. Wood 4 J.P. Elderkin 8 J. Hardy	Will send out notices	Will discuss methods of building & use of silage	3/15 At schoolhouse
March 15	Will explain at meeting results he secured with silage.			
March 25	Will list men who might build.	Will send out silo bulletin to list provided by project leader.		
April 1	Will arrange for silo excursion, visiting R. Hall, P. Stuart, W. Wones, R. J. Smith, to arrange for stopping of excursion.	Will send out notices of excursion.	Will accompany	
April 10	Excursion - will list prospects.	Will arrange for use of forms from District 46.	Will discuss types and methods of use, calling on silo owners for additional suggestions.	
May 15	Will show use of form in building silo.  Will try to secure orders from prospective builders for carload of cement and reinforcement.	Arrange with leaders to have prospects and others interested present.		

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## FARM BUREAU COMMITTEEMEN "CARRY ON"

Road conditions have made it necessary for County Agent Johnson of Orleans County, Vermont, to spend a large part of his time this past winter in the farm bureau office. This handicap, however, has not prevented the work from going forward as indicated by a recent report from the county showing accomplishments of community project leaders during the past six months (October 1, 1919 - April 1, 1920). A copy of this report follows:-

1. Seventeen of the twenty-seven communities in the county have a definite program of work with a total of sixty-nine committeemen in charge of as many community projects.
2. Thirty-three of these committeemen in fourteen communities have reported definite results in some form or other during a time when it has been extremely difficult for a county agent to get around the county.
3. A summary of these reports shows the following progress on county and community projects.
  - a. Boys and Girls Clubs Project

One club has been reorganized, one new club formed, and the other three clubs continued by local leaders.
  - b. Corn Variety Project
    1. Four corn variety tests have been arranged for by as many committeemen.
    2. Four other men besides demonstrators will use better varieties of corn as a result of the work of committeemen.
  - c. Dairy Improvement Project
    1. Four committeemen have placed thirteen registered bulls - at least seven of these animals replacing grade or scrub sires and three others with creditable records replacing registered sires with no records.



2. Two committeemen have interested three men in entering "Better Live Stock Crusade."
3. A large number of registered bull signs put out by the cattle clubs have been placed.
- d. Farm Management Project
  1. One committeeman has sent in the names of two men who would keep crop cost accounts.
  2. Six committeemen have placed forty-eight account books.
- e. Home Demonstration Project
  1. One committeewoman reports that menus for 15 different families were used as result of demonstration and 241 quarts of meat canned.
  2. Six women reported on selection and care of clothing to Brownington Chairman; three women reported menus for three days to West Glover Chairman.
- f. Lime and Clover Project
  1. Ten committeemen reported that forty-three farmers would use 204 tons of lime - all of this has been unloaded.
  2. Seven committeemen have arranged for twelve lime and clover demonstrations.
- g. Miscellaneous Community Projects
  1. One committeeman has arranged with four men to grow nine acres of certified seed potatoes this year.
  2. Five committeemen have arranged for as many oat variety demonstrations.
  3. One committeeman has arranged with four different communities to pool their wool and has a number of assistants helping him out.
  4. Two committeemen have arranged for two forestry demonstrations.

A definite plan has been followed in all of the county projects to keep committeemen informed on the progress of the work and suggestions were given as to methods which they might use.

1. Letters were sent out immediately after the committee meeting to the project leaders briefly reviewing what was decided upon at the committee meeting, with names of leaders.
2. Suggested duties of leaders were sent out.
3. Follow-up information as well as requests for information was sent out. For instance in the Dairy Project the following plan was used -
  - a. Letter giving names of community project leaders.
  - b. Letter giving suggested duties of dairy leader.
  - c. Form for keeping list of registered bull owners with names entered of those already known. This will be used at committee meeting at end of year to summarize results.
  - d. Information about "Better-Live Stock Crusade" with a supply of blanks to be filled out by those eligible.

- e. Information in regard to bull signs suggesting that a list of owners of registered bulls be sent in so that signs might be sent them.
- f. Form cards sent for use in securing data relative to kind of bulls various men in each community want to buy.
- g. As soon as the roads get settled a personal visit will be made to each committeeman and definite plans made for the rest of the year. If possible "Better Bull Tours" will be arranged for men wanting to buy bulls so that high class registered herds may be visited and good bulls secured.

County Agent Section

6-18-20

*weah*

The first part of the paper discusses the importance of the study and the objectives of the research. It also mentions the scope of the study and the limitations. The second part of the paper discusses the methodology used in the study. It mentions the data sources and the statistical methods used. The third part of the paper discusses the results of the study. It mentions the findings and the conclusions. The fourth part of the paper discusses the implications of the study. It mentions the policy recommendations and the future research.

The study has several limitations. First, the sample size is small. Second, the study is cross-sectional. Third, the study is self-reported. Fourth, the study is limited to the specific context.



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### A MONTHLY TIME SCHEDULE HELPS TO MAKE A SUCCESSFUL PROGRAM OF WORK

County extension agents in Idaho have for some time made annual programs of work in which the schedule of work is outlined for the year. An example of such a schedule was presented in a memo from this office, Form No. 242, entitled: "Planning Your Work and Working Your Plan". This plan has proved to be so valuable that county extension agents and State leaders of extension work have developed during the past year a more detailed and definite time schedule by months. The executive committee and the extension agents, using the annual calendar of work as a basis make out a definite time schedule of the work it is proposed to undertake for the month to come. This is done at each regular monthly meeting of the executive committee. A facsimile of such a monthly schedule as outlined by the executive committee of the county farm bureau of Bonneville County, Idaho, follows:

#### "FARM BUREAU PROGRAM OF WORK Detailed Monthly by Executive Committee Bonneville County Farm Bureau, May 1920.

#### I. Organization

1. Monthly meeting of executive committee May 1.  
Again May 22 on Saturday about one week before end of each month thereafter.
2. Community meeting to present Farm Bureau Junior work.
  - a. Iona, Church 8.30 May 20
  - b. New Sweden Hall 8.30 May 25
  - c. Ammon Church 8.30 May 26
  - d. Ucon 8.30 May 21
3. Club Meeting
  - a. Taylor at Home of A.L. Johnson, May 24
4. Print Farm Bureau News  
Last week of month May 24-29.
5. President Farm Bureau meet with county agent,  
Club Leader, Home Demonstration Agent May 22, 7 P.M.  
to outline June program.

#### II. Live stock:

1. Swine,
  - a. Organize pig club
    1. Washington May 11
    2. Iona May 12

3. Ammon, May 26
  4. Taylor, May 13
  5. York, May 13
  6. New Sweden  
Riverdale May 14
  2. Send 250 head of cattle to range May 3 .
- III. Seed Standardization.
1. Organize potato clubs
    - a. York May 17
    - b. Ucon May 21
  2. Select 12 demonstrators for certified seed potatoes
    - a. 5 York May 4
    - b. 5 Taylor May 14
    - c. 2 Washington May 14  
A. H. Beasley  
J. H. Beasley
    - d. 1 Lincoln May 11  
Carlyle Chaffin
  3. Six certified wheat demonstrators receive record blanks  
May 15-25.
- IV. Pest Control.
1. Poison Public Lands. County Agent and State Specialist
    - a. Dehlin May 18
    - b. Oxone May 19
    - c. Antelope May 20
  2. Community mixing day places dates listed above.
- V. Poultry.
1. Organize two clubs
    - a. Ucon May 21
    - b. Coltman May 28
  2. Distribute records to demonstrators
    - a. Ucon May 21
    - b. Iona May 20
    - c. New Sweden May 25
    - d. Ammon May 26
- VI. Clothing
1. Dress form classes
    - a. York May 3
    - b. Lincoln May 4-5
    - c. Ucon May 4
    - d. Milo May 17-21st
  2. Millinery classes
    - a. Idaho Falls May 3-4
    - b. Iona May 10-13-18
- VII. Health
1. Home Demonstration Agent assist in Bannock County two days about May 25 and 26.

County Agent Section

6-25-20

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